

GENERAL CLERK GC5

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an eligible list for the position of General Clerk GC5 for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall - access off Ridgewood Dr.) Your application must be properly filled out and returned by April 29, 2016 by 4:30 p.m. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Tuesday, May 3, 2016.
PLACE: Red Rees Room and Computer Labs at Parma Senior High School, 6285 W. 54th St. Parma, Ohio.
Use rear Parking lot off Longwood Ave.
TYPE OF EXAM: Multiple choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. The performance exam will be given on a computer. The performance exam is strictly pass/fail. You must pass both the written and performance exams to be placed on the Eligible List for General Clerk GC5.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Any combination of 5 years experience in general office work and ability to type 45wpm.
Knowledge of Word, Excel, Outlook, and Access.
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional upon passing Bureau of Criminal Investigation background check.
PHYSICAL: Job offer conditional upon passing physical examination administered by School Board physician.
SALARY: \$24,753.00, 75 days probation, plus benefits.

VETERANS on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided they make a passing score.

According to O.A.P.S.E. Contact Article 6.5 present employees of the School Board who pass a civil service exam shall be placed on a Preferred Eligible List for the exam(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be addressed, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission
John L. Thomas, Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT

5311 Longwood Ave. • Parma, Ohio 44134

COMPUTING APPLICATIONS ASSISTANT FACILITATOR

WORK SCHEDULE: 43 Weeks (209 days)

JOB CLASSIFICATION: GC5

SALARY SCHEDULE: G; Code E

CIVIL SERVICE: Classified

RESPONSIBLE TO: LNOCA Facilitator

QUALIFICATIONS:

1. Establishes and maintains effective working relationships with other staff members and the community.
2. Effectively presents information in response to questions, and can provide appropriate training to groups of managers, clients, customers and other staff members.
3. Applies data processing and research processing techniques necessary for the collection of statistical reports as they relate to student services information management. Reports should be in accordance with federal, state and local regulations.
4. Understands and maintains a building perspective regarding procedures and practices related to student services. The individual must be able to solve problems as they relate to the delivery of student services and the management of student information.
5. Excellent computer skills with the ability to use various computer programs such as:
 - Word 97
 - Excel
 - Outlook
6. Individual must have advanced Microsoft Access skills
7. Proficient in the use of Campus America Software, IMS procedures and knowledge of student information management as it relates to the software. The following are critical areas of knowledge:

LNOCA Student Information System (SIS)

A working knowledge of the system including: keyboard functions, reports and system parameters as they relate to reports and screen information as required. This knowledge should be able to be applied to building practices and procedures to facilitate the delivery of student services.

SCHOLAR Student Information System (SIS)

A working knowledge of the previous mainframe legacy system is required. Ability to translate terms, screens and building procedures and practices into the current system language is required to provide help and guidance in resolving problems and assisting building personnel in implementation of the LNOCA SIS software.

8. High School Diploma
9. Possess regular and predictable attendance.

MAJOR FUNCTION:

Provide in-depth support to the LNOCA Facilitator in the development and delivery of Administrative and Student Services technical support and training programs to required staff. He/she will function as one element in the Help Desk technical support infrastructure focused on administrative computing usage issues. In addition, he/she will provide direct back up and support to the EMIS Facilitator including, but not limited to, assisting with data acquisition and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in and/or develop LNOCA, EMIS and related administrative computing training materials and programs, especially with the use of multimedia technology and techniques.
2. Assist in the development of new data tools, e.g., custom reports, queries, macros, etc.
3. Assist in and/or deliver LNOCA, EMIS and related administrative computing training especially using multimedia technology and techniques.
4. Provide LNOCA, EMIS and related administrative computing technical support to en-users.
5. Assist in a LNOCA/Parma and ODE/Parma liaison role.
6. Substitute for the LNOCA and/or EMIS Facilitators at meetings, conferences, etc., as needed.
7. Provide clerical assistance as needed.
8. Other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities Required:

- Ability to travel freely between and throughout the district's buildings.
- Ability to lift, carry or move equipment and supplies weighing up to twenty pounds.
- Ability to communicate effectively using language and writing skills.
- Ability to facilitate the exchange of ideas leading to a group consensus.
- Ability to react productively to frequent interruptions and changing conditions.
- Ability to accurately discern in written, statistical and tabular materials.
- Ability to set priorities, organize and complete duties efficiently without supervision.
- Ability to maintain a tactful disposition in dealing with administrators, staff, students parents and the public.

Working Conditions:

- Occasional operation of a vehicle during inclement weather.
- Works cooperatively with others.
- Work under stress to meet schedules and deadlines.
- Considerable paperwork is required.
- Occasionally required to work evening and/or weekend hours.

The information contained in this job description is for compliance with the American with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

COMPUTING APPLICATIONS ASSISTANT FACILITATOR

Work Schedule: 209 days
Job Classification: GC5 – Computing Applications Assistant Facilitator
Salary Schedule: G
Civil Service: Classified
Education: High School Diploma
Responsible to: Computer Applications Facilitator

QUALIFICATIONS:

1. Establishes and maintains effective working relationships with other staff members and the community.
2. Effectively presents information in response to questions, and can provide appropriate training to groups of managers, clients, customers, and other staff members.
3. Applies data processing and research processing techniques necessary for the collection of statistical reports as they relate to student services information management. Reports should be in accordance with federal, state, and local regulations.
4. Understands and maintains a building perspective regarding procedures and practices related to student services. The individual must be able to solve problems as they relate to the delivery of student services and the management of student information.
5. Excellent computer skills with the ability to use various computer programs such as:
 - Power Point / Presentation Module
 - Word 97 / StarOffice
 - Excel / Spreadsheet Modules
 - Outlook
6. Individual must have advanced Microsoft Access skills.
7. Proficient in the use of Pentamation, Information Management Systems procedures, and knowledge of student information management as it relates to the software. The following are critical areas of knowledge:

Pentamation Student Information System (GSMS) **(Open Series & Graphic Student Management System)**

A working knowledge of the system including: keyboard functions, reports, and system parameters as they relate to reports and screen information as required. This knowledge should be able to be applied to building practices and procedures to facilitate the delivery of student services.

MAJOR FUNCTION:

Provide in-depth support to the Computer Application Facilitator in the development and delivery of Administrative and Student Services technical support and training programs to required staff. He/she will function as one element in the Help Desk technical support infrastructure focused on administrative computing usage issues. In addition, he/she will provide direct back-up and support to the EMIS Facilitator including, but not limited to, assisting with data acquisition and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in and/or develop Pentamation, EMIS, and related administrative computing training materials and programs, especially with the use of multimedia technology and techniques.
2. Assist in the development of new data tools, e.g., custom reports, queries, macros, etc.
3. Assist in and/or deliver Pentamation, EMIS, and related administrative computing training especially using multimedia technology and techniques.
4. Provide Pentamation, EMIS, and related administrative computing technical support to end-users.
5. Assist in a Pentamation/Parma and ODE/Parma liaison role.
6. Substitute for the Pentamation and/or EMIS Facilitators at meetings, conferences, etc., as needed.
7. Provide clerical assistance as needed.
8. Other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Abilities Required: Ability to travel freely between and throughout the district's buildings.
Ability to lift, carry, or move equipment and supplies weighing up to twenty pounds.
Ability to communicate effectively using language and writing skills.
Ability to facilitate the exchange of ideas leading to a group consensus.
Ability to react productively to frequent interruptions and changing conditions.
Ability to accurately discern detail in written, statistical and tabular materials.
Ability to set priorities, organize and complete duties efficiently without supervision.
Ability to maintain a tactful disposition in dealing with administrators, staff, students, parents, and the public.

Working Conditions: Occasional operation of a vehicle during inclement weather.
Works cooperatively with others.
Work under stress to meet schedules and deadlines.
Considerable paperwork is required.
Occasionally required to work evening and /or weekend hours.

The information contained in this job description is for compliance with the American with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Human Resources 3/01